



## Request for Manual Payroll Check

Manual paychecks are to be requested for **emergency situations**, and should **not** be requested for the following:

- 1) As a result of employee error (ex: not submitting his/her timesheets in time to be processed)
- 2) If employee receives a Direct Deposit or Check for more than 75% of his/her correct base pay through the regular payroll process.
- 3) For less than 20 hours or less than \$100.00 gross.

### Employee Information:

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department # \_\_\_\_\_ Date Requested (\*) \_\_\_\_\_

Dept. Contact \_\_\_\_\_ Dept. Phone # \_\_\_\_\_

Pay period \_\_\_\_\_ Non-Instructional/Instructional Payroll Report attached  Yes  
 No

*(\*) Note: If request is made and approved the manual check will be available for pick-up within 24 hours.*

- Mail check to home**
- Pick up check at the Finance Cashier Window**

### Justification (\*\*):

Explanation of error that resulted in this request (including name of responsible employee):

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Action(s) to be taken to ensure this error will not occur in the future:

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(\*\*)Any request submitted that does not completely identify circumstances and responsible individuals and actions to be taken to reduce the potential for future errors will be returned unprocessed to the department for completion.

### Signatures:

Approval \_\_\_\_\_ Date \_\_\_\_\_

**(must be the Cost Center Chair of requesting department.)**

I realize requesting this manual check is not a normal and routine matter. I understand that I am expected to seek any reasonable alternatives before making this request. I also realize that it is my responsibility to determine why this error occurred and take steps to ensure that similar errors do not occur in the future.

Final Approval \_\_\_\_\_ Date \_\_\_\_\_

**(must be in a position of Director or Assoc. Vice Pres. of Finance and Budget)**